How to Change your A360 Password

- 1. Log in to A360
- 2. Click on User Settings

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Financial I Nanagement	Employee Self Service	Manager Self Service	

3. Click on Change Password. Enter Current Password, New Password, Confirm Password. Click Submit.

nge Password Dashbo	ARDS USER SETTINGS To JOB REPORTS	
	Change Password *Current Password: New Password: *Confirm Password: Submit	 Please enter the current password, then continue with your new password policy and confirm it once again. When it's done, click on the Submit button to change your password.

Your password must be a minimum of 10 characters and contain characters from **each** of the following categories:

- English **uppercase** characters (A through Z)
- English **lowercase** characters (a through z)
- Base 10 **digits** (0 through 9)
- 4. You should receive a "Password changed successfully" message.

Change Password	
Password changed successfully.	

!! If you have problems opening any of the a360 applications after successfully changing your password, please close all your internet browser windows and wait 5 minutes, then try again. If you continue to have issues, please contact the County IT Service desk at 632-6600.